**School Start-Up Check List for STSs**

|  |  |
| --- | --- |
| 🞎 | Speak to the secretary and get a list of all staff to remove and add to the school listserv. |
| 🞎 | Update the school listserv with Listserver Management: log onto <ls.graniteschools.org> and then go to Manage Your List to login. |
| 🞎 | Be sure teachers get any equipment they may have checked into the library at the end of the last school year. |
| 🞎 | Get a list of new teachers and staff members from the secretary or principal. |
| 🞎 | Take time with all new teachers to go over the use of all technology equipment in their classrooms that they’re not familiar with (computers, EC equipment, Polycom phones and document cameras and interactive whiteboards if they have them) |
| 🞎 | Be sure new teachers know how to login into and use Gradebook. They may also need more assistance at posting time. |
| 🞎 | Be sure new teachers know how to use their email and Portal to find their paycheck and W2 information. |
| 🞎 | Be sure all staff including new teachers knows how to use the Technology work order system. |
| 🞎 | Be sure any staff members who are new to the district know how to save to and access their M drives at school and from other locations using Portal. |
| 🞎 | Assist and train as needed with PLAN (PG&E) at the beginning of the school year. |
| 🞎 | Work with staff to ensure that the technology equipment in their rooms is in working order. Submit work orders to the next level (NEs, Techs, Wiring, etc.) for anything you are unable to diagnose or fix yourself. |
| 🞎 | Assist principals with any technology training they feel their staff might need. |
| 🞎 | Work on the Technology Plan when it becomes available online. Coordinate with the principal, your NE and the School Tech Committee if there is one to assess the technology needs of the school and decide how the tech funds will be spent during the school year. |